



The PPRT is...

The Preliminary Plan Review Team (PPRT) is an interdisciplinary group that provides professional preliminary reviews in 4 different City Code areas:

- Planning, Building, Construction, Fire, and Development Engineering.

In order to provide excellent customer service and reduce review times, the PPRT gives customers the appropriate input that will transform their concepts into construction documents. They accomplish this task while:

- providing accurate and consistent instructions that are easy to understand and follow
- identifying serious flaws early
- overcoming obstacles
- ensuring plans meet City Codes
- and upholding agreements and interpretations

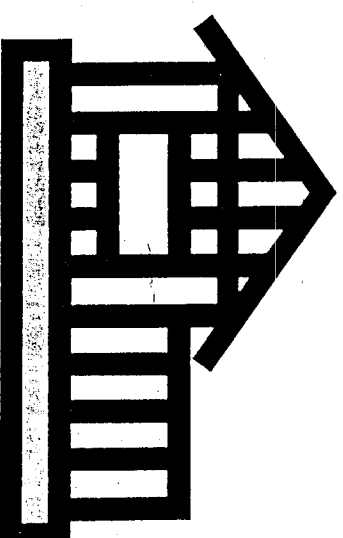
The PPRT has investigated the needs and wants of their customers, and strives to provide preliminary reviews quickly and accurately, provide customers with written guidelines, expedite the process for developers, and gather internal information to convey to the applicant and to Planning and Building Safety plan review staff.

Preliminary Technical Review

The PPRT provides an exceptional service designed to reduce review times and identify serious flaws early.

In a Preliminary Technical Review, the PPRT reviews conceptual designs or design documents up to 40% completion and meets with the customer within 10 working days. The customer then receives a written report to be included in their construction documents submitted to the Building Safety Division for a permit. This ensures that all agreements and stipulations are transferred to City plan reviewers.

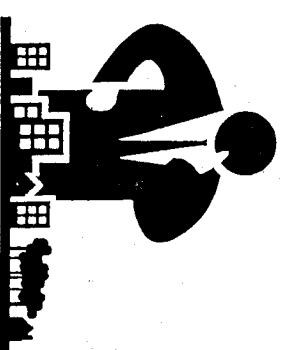
If you would like to receive more information about Preliminary Technical Reviews or would like an application, please call (480) 644-5853.



Pre-Submittal Meetings

The PPRT also participates in all pre-submittal conferences facilitated by the Planning Division. Projects requiring either a public hearing or public meeting must proceed through this process. In these meetings, the PPRT provides the same pertinent information regarding Planning, Building Construction, Fire, and Development Engineering issues.

For more information about pre-submittals, please contact the Planning Division at (480) 644-2385. If your project is located in the Redevelopment area, please contact the Office of Redevelopment at (480) 644-3959.



City of Mesa Preliminary Plan Review Team

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Website: www.cityofmesa.org

PRELIMINARY PLAN REVIEW TEAM

Services and Frequently Asked Questions



Frequently Asked Questions

How do I know if I should consult the PPRT?

This service is designed to be available to :

- Projects not required to go through the Planning Division's Pre-submittal process.
- Or, to provide additional input for design documents that exceed Pre-submittal but are less than 40% complete.

What is a 40% complete plan?

A 40% complete plan shows existing and proposed improvements, project data including occupancy classifications and construction type, building floor plan, building sections, building elevations, setbacks, and grading and drainage plan with retention area cross-sections.

How do I know if I qualify for a Preliminary Technical Review?

Anyone may request a PTR for plans no further advanced than 40% construction documents. However, to ask general code questions, permit application questions, simple plan review questions, or to obtain ordinances and construction details, call the Building Safety Plans Examiner Information line at (480) 644-2312 or visit the front counter at 55 N. Center. The Counter Staff might determine that a PTR would better serve your needs, or they may be able to address all of your questions.

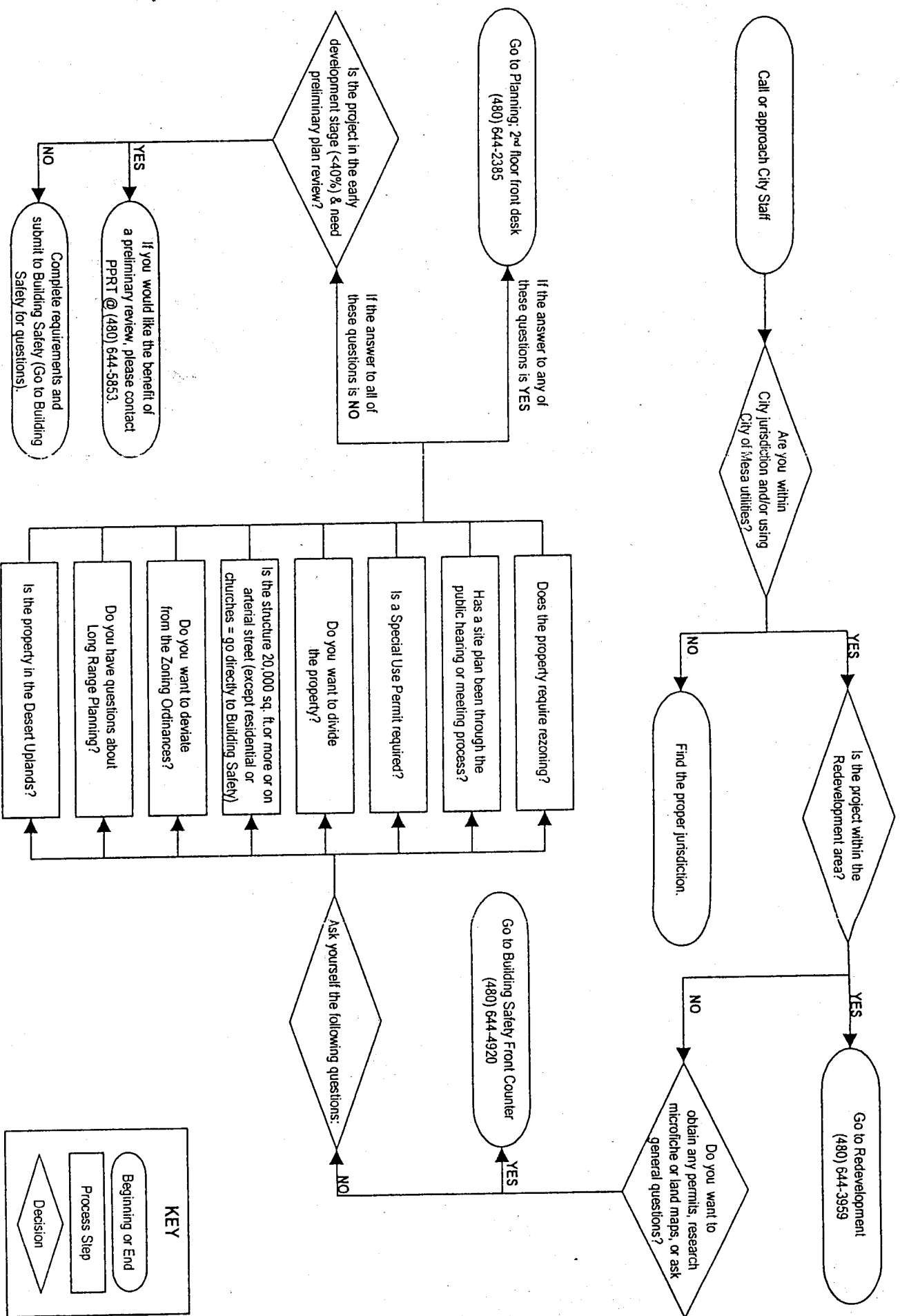
How do I know if I should go through the Pre-submittal process?

If your project is required to proceed through public meetings or the public hearing processes (e.g. Design Review), you are required to have a Pre-submittal conference. Contact the Planning Division for more information at (480) 644-2385. If your project is located in the Redevelopment area, please contact the Office of Redevelopment at (480) 644-3959.



Decision Tree

Use the decision tree as a guide to determine which City/Division to contact, including the PPRT.



****IF YOU HAVE MADE CONTACT WITH STAFF OR ARE INVOLVED IN AN ON-GOING PROCESS, PLEASE SEE THAT PERSON****